

# INTERAGENCY LOCALLY EMPLOYED STAFF POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> U.S. Consulate General Ho Chi Minh City	<b>2. AGENCY</b> HHS/CDC	<b>3a. POSITION NO.</b> CDCA17
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**

☐ Yes ☒ N

## 4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

☐ b. New Position

☒ c. Other (explain) **Recruitment**

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority BKK/RHR/BRCC	Secretary, FSN-120	8	PH/JP	06/19/2019
b. Other				
c. Proposed by Initiating Office				

**6. POST TITLE POSITION (if different from official title)**

**7. NAME OF EMPLOYEE**

Vacant

## 8. MISSION

CDC/GAP Hanoi, Vietnam

b. Second Subdivision

a. First Subdivision  
CDC/GAP Ho Chi Minh, Vietnam

c. Third Subdivision

### 13. BASIC FUNCTION OF POSITION

The incumbent serves as the Executive Secretary to the CDC/DGHT HCMC Associate Director and Deputy Associate Director by performing secretarial and administrative support duties at the highest level, using good working knowledge of the CDC/DGHT program and all program components. The duties include but are not limited to reviewing all correspondence/documents, receiving all incoming telephone calls and meeting visitors courteously, providing translation and interpretation services, composing complex and technical correspondence; preparing and submitting travel vouchers, faxes and other reports for the Associate Director and Deputy Associate Director; the incumbent also serves as Administrative Assistant to technical staff of CDC HCMC.

### 14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

#### 1. Executive Secretarial Duties (30%):

- Serves as Executive Secretary to the HCMC CDC/DGHT Associate Director and Deputy Associate Director by providing secretarial and administrative support, including maintaining supervisors' calendars, establishing and rearranging priorities based on personal knowledge of the supervisor's program and schedule; coordinating calendars of other officers in the HCMC office; notifying officials and organizations involved of changes in meetings or logistics; arranging schedules, transportation, hotel reservations and related travel requirements for the Country Director and visitors to the HCMC Office as needed.
- Responsible for all specific actions required for the Associate Director and Deputy Associate Director's travel and specific appointment dates/times/locations of contact(s) and meeting agenda for each scheduled site visit and ensures update briefing document/material to include background papers or relevant documents for each site visit.
- Serves as CDC HCMC office receptionist; screens calls and visitors to determine which should be directed to the supervisor, other officers in the Office, or if they can be taken personally or referred elsewhere in the Office. Obtains background information for calls and visitors and provides it to the supervisor along with other pertinent, explanatory information.

#### 2. Administrative Management Support Duties (40%):

- Assists the CDC FSN Administrative Management Specialist in providing administrative services to the office when needed and available to assist with the design and maintenance of an up-to-date filing system; completion of time sheets; coordination of travel and leave schedules; implementation of routine maintenance of office equipment, coordinating and liaising on IT issues, ; preparation of monthly vouchers for the office's routine expenses such as phone, taxi, supplies
- Supports logistical and administrative needs of official HHS TDYs to the Consulate areas. This includes advising on visa requirements, booking hotel rooms, arranging in and out briefs with key personnel, scheduling conference rooms, and providing local and contextual information. Provides secretarial/administrative support for high level visitors as appropriate and/or required. Prepares and/or updates visitor briefing books, prepares meeting schedules, in-country travel itineraries.
- Assists with arrangements for conferences, meetings and other program events, locating and securing adequate facilities and required equipment. Participates in the planning of other related logistics, such as program start/finish times, breaks, production of agenda, transportation and payment of fees.
- Performs typing and word processing of reports, letters and other documents in both Vietnamese and English, and prepares them for distribution, mailing and filing; Develops final drafts from handwritten or typewritten rough drafts from the Associate Director, Deputy Associate Director and other HCMC staff to produce technical papers, staff memoranda, letter correspondence, cables, forms, charts, tabulations, faxes and other official transmittals, using standardized computer programs and formats in conformance with

CDC-specific policies and procedures. Letters and similar routine correspondence and memoranda will be done in both Vietnamese and English as required.

- Serves as timekeeper of CDC office;
- Provides secretarial support for approximately 7 additional technical staff as required including necessary travel arrangements.
- Serves as note takers for internal and partner meetings
- Conducts annual inventory and sends report to CDC Office Manager in Hanoi to combine into one report for Vietnam to send to CDC Headquarters. Updates new properties and status of current properties in Property Management System. Works with CDC IT staff on changes of the system as needed.
- Serves as the point of contact for the coordination and submission of guest lists for Consulate events. Follows up with invitees to communicate details of the event.

### **3. Interpretation/Translation services (30%)**

- Performs timely and accurate formal translation of official documents, briefing slides, technical manuals, and other documents in support of a variety of bilateral public health exchange activities.
- Perform accurate informal/formal simultaneous and consecutive interpretation for American officers from English – Vietnamese – English at meetings, conferences, roundtable discussions, representations, official ceremonies, interview with media, site visits.

*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.*

### **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

#### **a. Education**

Completion of a university degree in any of the following areas is required: Business, Management/Administration or Language.

#### **b. Prior Work Experience**

A minimum of five (5) years' experience in the field of secretarial/administrative management is required with at least two of the five years must be as a Secretary/Administrative Assistant to a middle or senior manager (at the Executive Level).

#### **c. Post Entry Training**

Post-entry training will be focused primarily on the CDC's established policies, procedures and regulations that govern CDC-specific Secretarial administrative support functions and responsibilities. An emphasis will be placed on agency organized or sponsored training in areas of document database management and advanced computer technology as required to provide maximum secretarial/administrative support services to the Associate Director. In addition, the immediate supervisor will identify agency and/or local training opportunities when available.

#### **d. Language Proficiency: List both English and host country language(s) by level and specialization.**

Level IV (Fluent) Speaking/Reading/Writing of Vietnamese is required.

Level IV (Fluent) Speaking/Reading/Writing of English is required.

#### **e. Knowledge**

Mastery of English/Vietnamese grammar, spelling, punctuation, paragraphs and sentence structure (syntax) is required. Demonstrated proficiency in typing various correspondence formats (i.e., memoranda, letters, reports, faxes), as well as standardized documents and forms is required. Thorough knowledge gained from prior work experience in providing dependable secretarial/administrative support and assistance to the executive management level is required.

f. Skills and Abilities

The ability to work effectively in a team environment is required. The incumbent must be able to work calmly, tactfully, and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily administrative management duties and responsibilities. In addition, excellent communication and interpersonal skills are critical for: 1) the maintenance of productive working relationships with office personnel; 2) gaining acceptance of Agency-specific changes/decisions relative to secretarial support. Excellent interpersonal and communications skills are required to develop and maintain collaborative and effective working relationships. The incumbent is required to have: 1) the ability to follow oral instructions and to organize, prioritize and follow through on all assignments with minimal oversight; 2) strong proof reading skills; 3) accuracy in typing (60 WPM) 4) a strong focus on "attention to detail"; 5) and demonstrated proficiency in word-processing, spreadsheets, databases, and other computer programs.

**16. POSITION ELEMENTS**

a. Supervision Received

Works under the supervision of the Administrative Management Specialist. The incumbent will have the capacity to work independently; minimal technical guidance will be provided. In collaboration with the incumbent, the Administrative Management Specialist will: 1) establish annual work objectives and performance measures; 2) provide feedback throughout the evaluation cycle and 3) prepare the annual performance evaluation – obtaining input from the Deputy Associate Director. The incumbent must be able to establish priorities, adhere to/meet deadlines, and perform responsibilities and duties with minimal guidance and little or no follow-up by the supervisor.

b. Available Guidelines

Instructions from the Associate Director, Deputy Associate Director, the Administrative Management Specialist, office procedures and policy manuals. The incumbent is required to master CDC policies and procedures which govern secretarial/administrative support services. The established secretarial and administrative operating procedures, policies and formats; oral guidance from the immediate supervisor; and specific detailed instructions will be given for carrying out unique assignments.

c. Exercise of Judgment

Since the employee will handle typical secretarial duties and responsibilities, some of which may be repetitive in nature, the incumbent will work independently and in accordance with established CDC administrative policies and guidelines. Sound judgment and confidentiality are critical to the successful performance of the job. Incumbent will be required to use initiative, judgment, and exercise discretion and patience in working with office personnel. In this position, and at this level, the incumbent is expected to demonstrate expertise in: 1) the various facets of "Front Office" administration; 2) the application of new secretarial/administrative management policies and procedures; 3) prioritizing work assignments and judging which tasks are urgent and require immediate follow-up and/or response; 5) judging the importance of all incoming communications, screening calls and visitors and determining the level of response required.

d. Authority to Make Commitments

The incumbent will have no independent authority to make any resource commitments or commit U.S.

government funds. Without prior consultation, the incumbent may be authorized to commit the Associate and Deputy Director to internal/external regularly scheduled appointments and/or meetings (i.e., Country Team, Senior Staff, Office Director's Meetings, etc.).

e. Nature, Level and Purpose of Contacts

To effectively function in this position, the incumbent will be required to establish and maintain solid working relationships with all categories of CDC office personnel. On behalf of the Associate Director and Deputy Associate Director, CDC, the incumbent will: 1) communicate with Vietnam office staff on a regular basis; 2) work closely with all team members and appropriate donors, partners and counterparts to arrange/schedule and/or confirm meetings, appointments, obtain relevant information and to follow-up on outstanding requests.

f. Supervision Exercised

None

g. Time Required to Perform Full Range of Duties after Entry into the Position

6 months

